MCFRS Online Preceptor Program

USER MANUAL v 1.0

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Introduction

The preceptor program has historically utilized a conventional paper system to track the progress of the intern through the internship period. The process has been streamlined significantly and moved to a computer-based online submission process. This new process eliminates delays in transporting evaluations from the field to the training academy (reports are available / updated in real time), significantly reduces the burden of documentation on both preceptor and intern, and creates a digital record for preceptors, interns and academy staff. A copy of all reports will be emailed to the training academy, as well as the intern, providing transparency throughout the process.

Though each intern is assigned a preceptor, the data suggest that the 2 seldom ride together on the same unit. In fact, interns and preceptors ride together on average <25% of the time. The new process takes this into account and introduces the concept of a field *coach*. Coaches are any and all ALS providers not assigned an intern. Coaches play a critical role in the internship process by providing approximately 75% of the observations and feedback about interns.

The online submission process is designed to be user friendly and intuitive. Please review the *ALS Internship Manual* for a detailed explaination of the internship process.

Please contact me directly if you have any questions or comments about the online program.

Special thanks goes to Arun Mallikarjunan from R1 for so generously agreeing to give his time and expertise to make this dream a reality. None of this would have been possible without him.

QUICK START GUIDE

Website: http://aip.webhop.org

FSID: Your County fire service ID (first letter last name, first letter first name, last 4 of SSN)
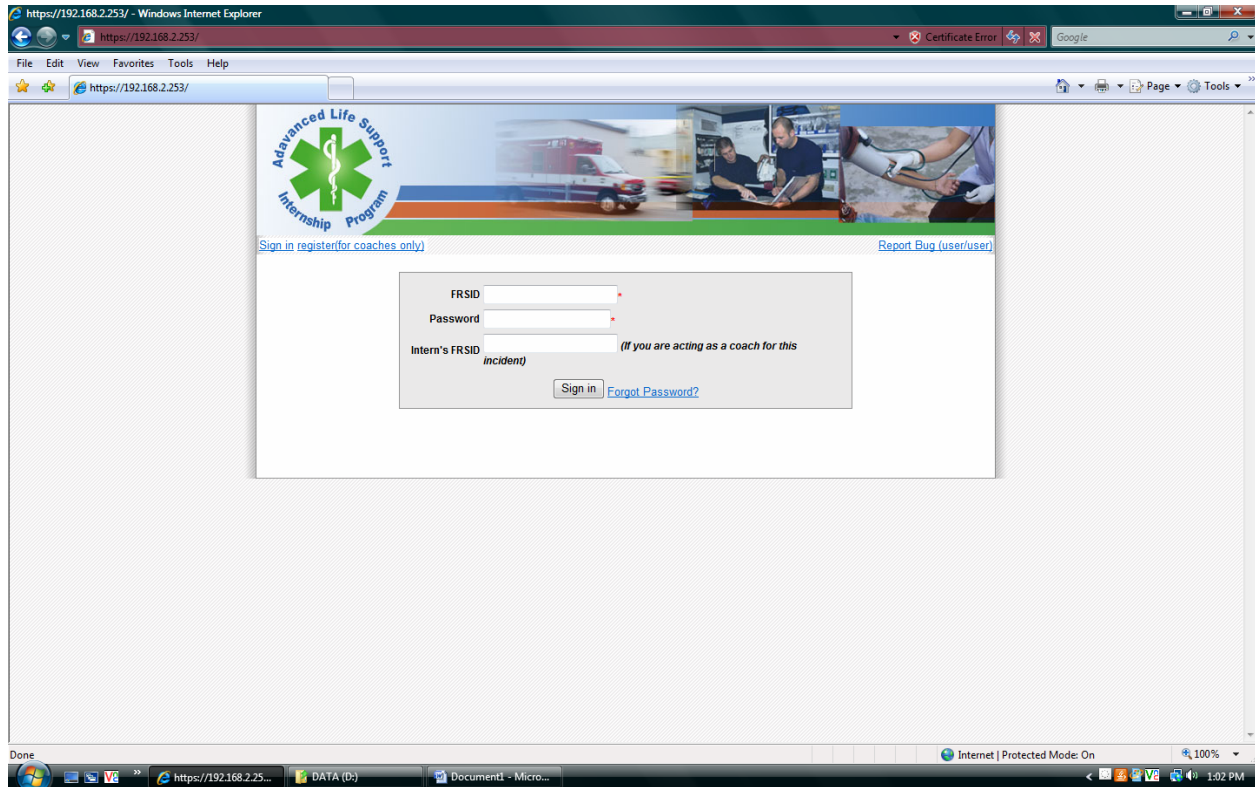
Password: Password432 (default)

Access for PRECEPTORS and COACHES (http://aip.webhop.org)

The first screen you will encounter is a "certificate" screen. Click on "Continue to this website", or "Add exception" (if using Firefox). To save on costs associated with the project, we did not purchase an authentication certificate from Verisign or similar company. All of the information that passes through / stored locally on the server is encrypted and secure, so please don't worry about this!
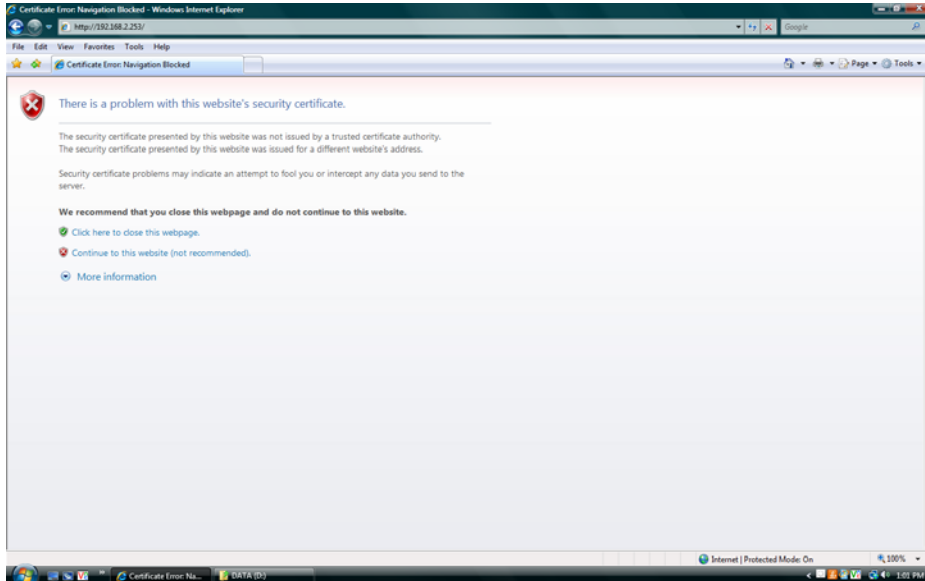
PRECEPTOR - LOGIN

If logging in as a preceptor, type in http://aip.webhop.org, fill in your FSID, and your password. You have already been assigned an intern by the academy staff and the program will automatically take you to the appropriate screen. If you are entering a report for an intern other than yours, you must use the *coach* login!

COACH - LOGIN

If logging in as a coach, type in http://aip.webhop.org, fill in your FSID, password, **and the FSID of the intern you are reporting on**. The program will automatically link all reports for a given intern.

PASSWORD CHANGE

After you are logged in to the program, you can change your password at any time by clicking on "Reset Password" on the top left hand corner of almost every page. There are no restrictions on passwords. Enter your old password followed by your new password and click "Reset Password". Passwords are encrypted and nobody has access to them. If you forget your password, follow the
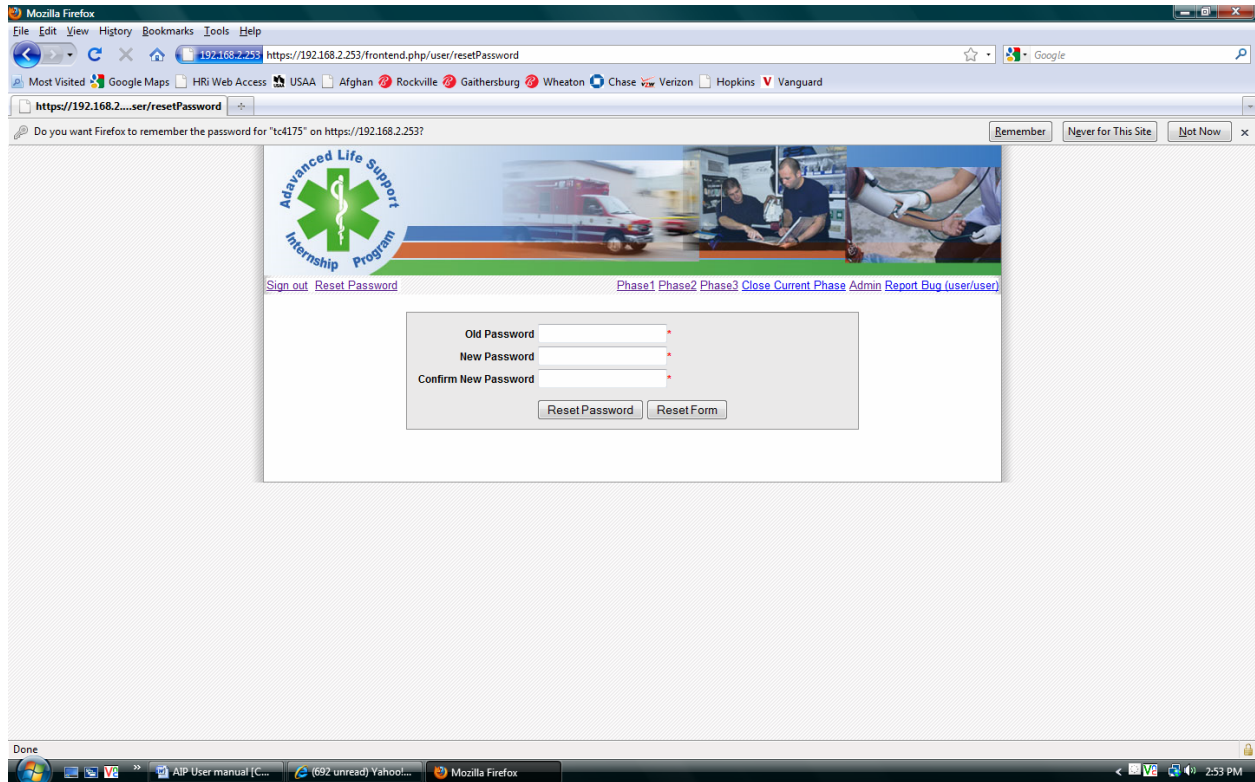
FORGOTTEN PASSWORD

In the event you forget your password, go to home page, http://aip.webhop.org, click "Forgot Password"
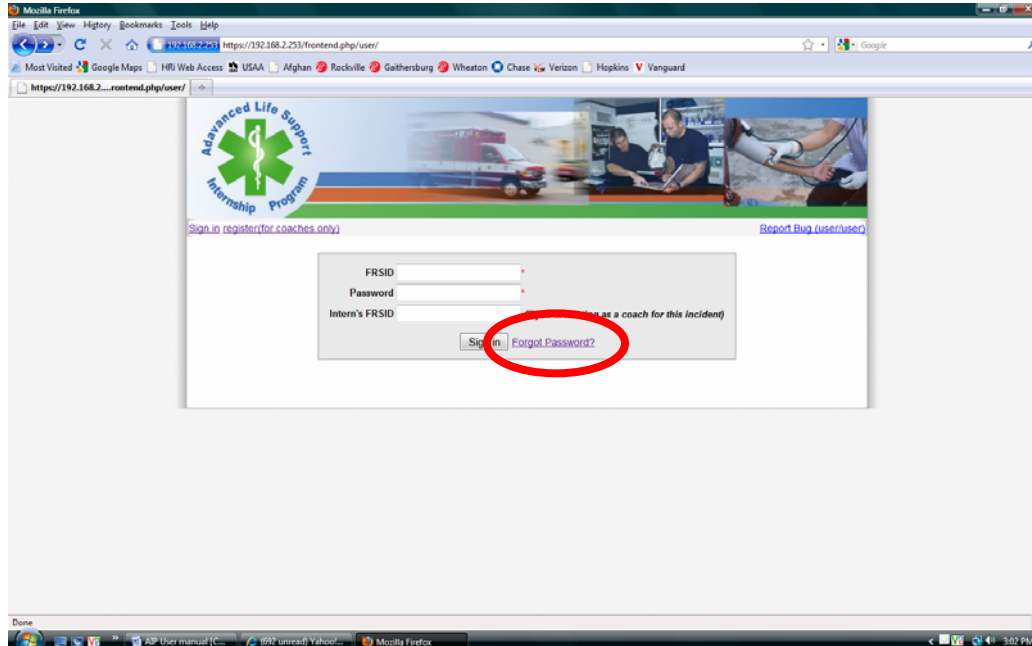
You will be redirected to the screen below. Enter your FSID and email address and click "Submit". A temporary password will be sent to you.
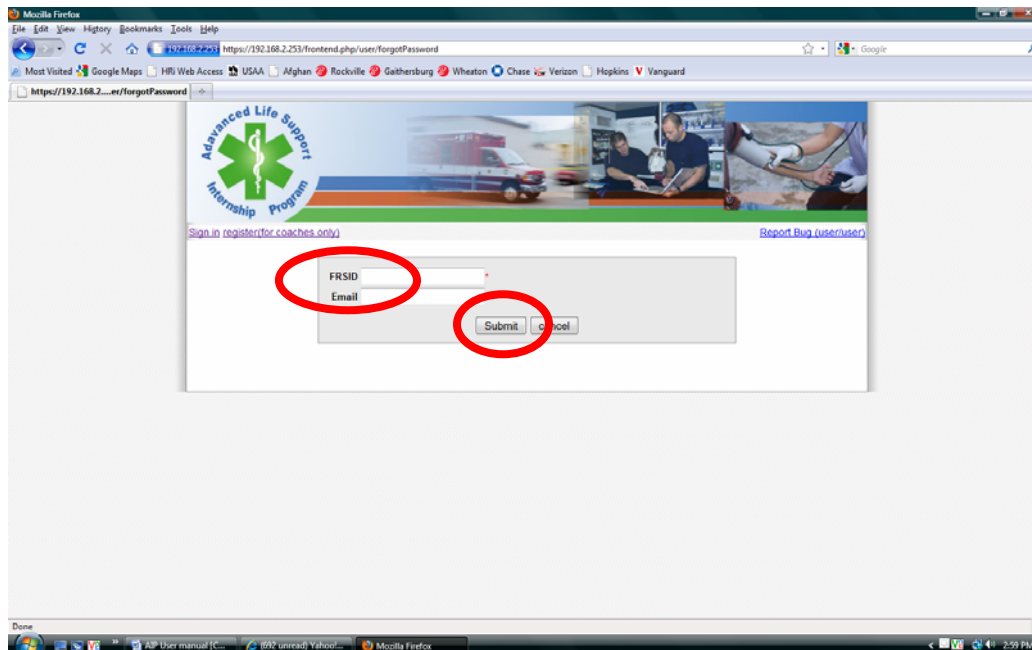
DATA ENTRY – PHASE 1

Once you are logged in you will be directed to the data entry screens. The correct entry screen will automatically open depending on what phase the intern is working on. For example, phase 1 will be the first to open for all interns. Once complete, phase 2 will be displayed when logging in, etc. The data entry screens are self explanatory and have very few entry points. The date defaults to the current date. You will only need to adjust this field if entering data from a previous date. The "evaluation criteria" buttons open up a separate screen for reference. Select the appropriate score from the drop down menu for that domain. Repeat the procedure for the remaining domains. Enter any notes you care to record and select "add incident and complete phase" if the intern has demonstrated proficiency and is ready to move to the next phase, or, "save and add another" if the intern has additional improvements to make.

NOTE – You will ONLY see the "add incident and complete phase" if you are logged in as the intern's preceptor.

DATA ENTRY – PHASE 2

The mode of entry for phase 2 mirrors that of phase 1.

The date defaults to the current date. You will only need to adjust this field if entering data from a previous date. The "evaluation criteria" buttons open up a separate screen for reference. Select the appropriate score from the drop down menu for that domain. Repeat the procedure for the remaining domains. Enter any notes you care to record and select "add incident and complete phase" if the intern has demonstrated proficiency and is ready to move to the next phase, or, "save and add another" if the intern has additional improvements to make.

NOTE – You will ONLY see the "add incident and complete phase" if you are logged in as the intern's preceptor.

DATA ENTRY – PHASE 3

The mode of entry for phase 3 mirrors that of phases 1 and 2.

The date defaults to the current date. You will only need to adjust this field if entering data from a previous date. The "evaluation criteria" buttons open up a separate screen for reference. Select the appropriate score from the drop down menu for that domain. Repeat the procedure for the remaining domains. Enter any notes you care to record and select "add incident and complete phase" if the intern has demonstrated proficiency and is ready to move to the next phase, or, "save and add another" if the intern has additional improvements to make.

NOTE – You will ONLY see the "add incident and complete phase" if you are logged in as the intern's preceptor.

Completion of Internship Phases

Upon successful completion of all 3 internship phases, the following screen will be displayed.
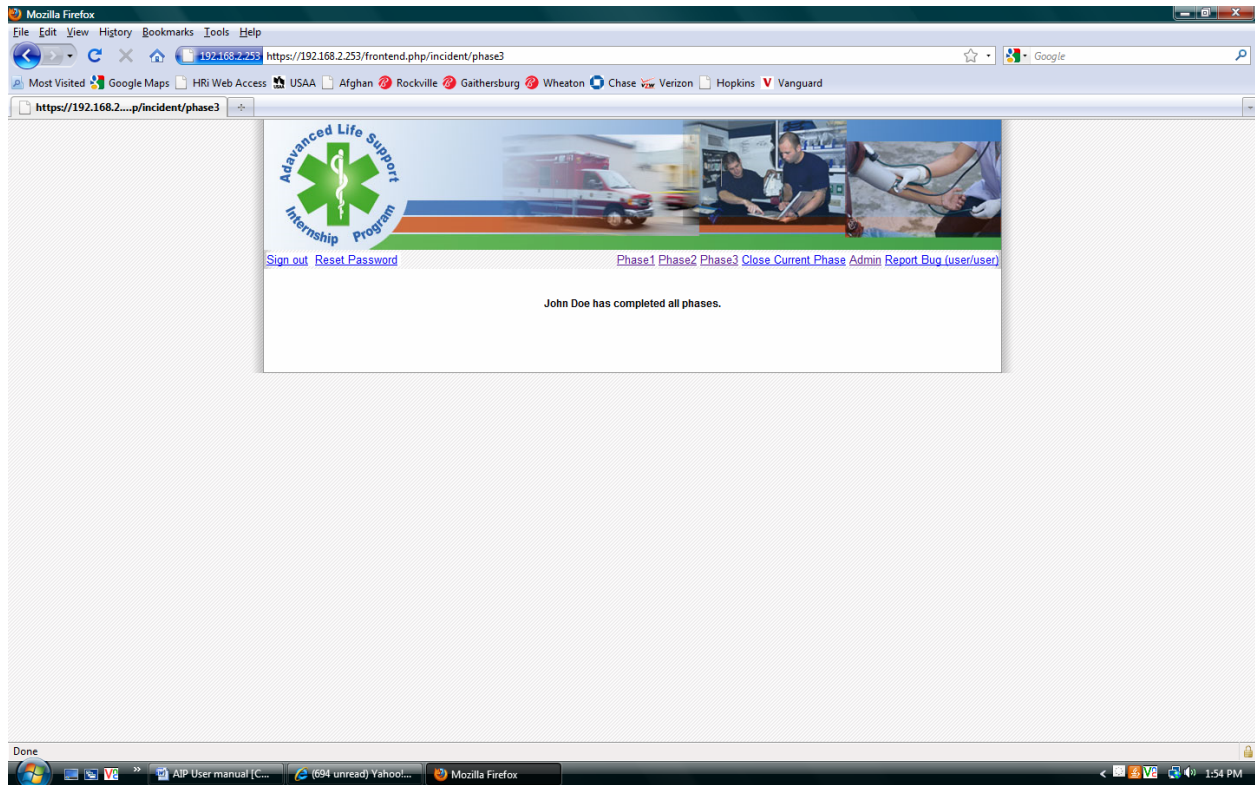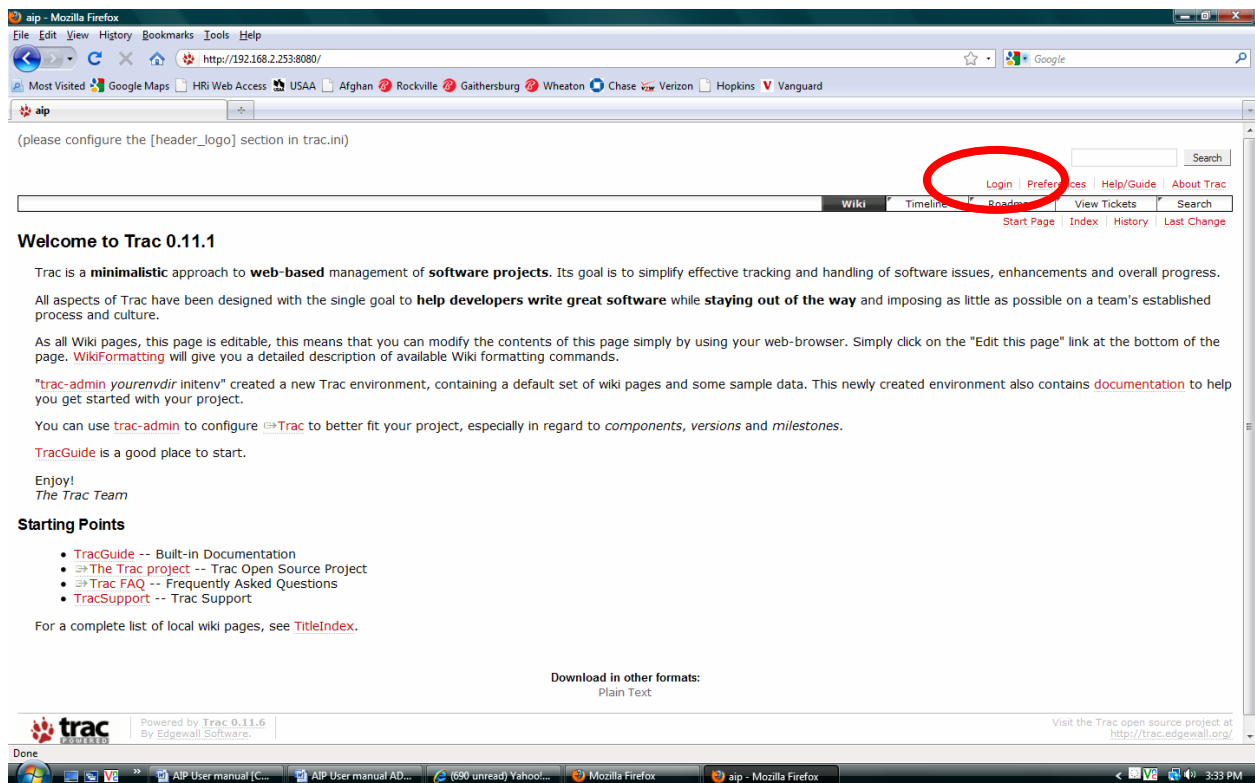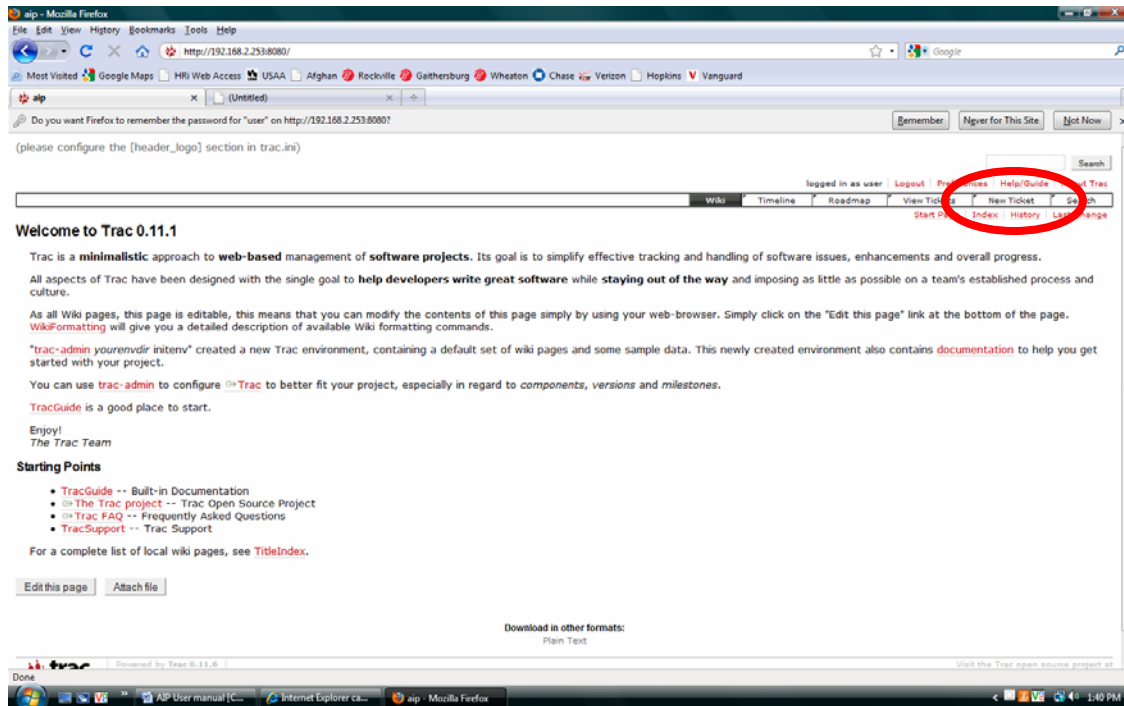
REPORTING PROBLEMS WITH THE PROGRAM

You can report problems with the program by clicking "Report Bug user/user" located in the top right-hand corner of every screen.
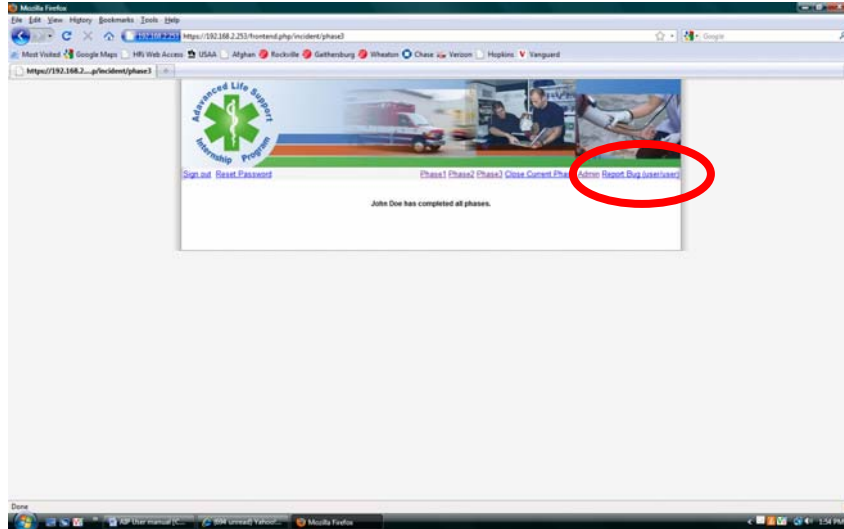
You will be directed to the screen below. Select "Login" from the top right-hand corner of the page. Enter "**user**" for the user name and password.

Once logged in, select "New Ticket".

Enter information under summary and description and click "create ticket". Do not worry about any other fields.